# EXHIBIT A FORMS AND WORKFLOW

# STANDARD OPERATING PROCEDURE (SOP)

## AND

# SOP WORKFLOW

Approved by: Larry L. Brown

S.O.P. No.:

MND-00-00-00-000

Mississippi Department of Transportation - Standard Operating Procedures

Subject:

INDEX TO MAINTENANCE DIVISION

Effective Date: Issued Date:

August 1, 2004 August 1, 2004 Supersedes S.O.P. MND-00-00-00-000

Dated April 1, 2004

### **MAINTENANCE DIVISION**

### **VOLUME III**

S.O.P. Number	Issued	<u>Title</u>
MND-00-00-000	August 1, 2004	Index to Maintenance Division
MND-01-01-00-000	November 1, 2001	Maintenance Division, Principal Responsibilities and Authorities
MND-01-02-00-000	April 1, 1987	Maintenance Division, Organization Chart
MND-02-00-00-000	April 1, 2003	Distribution and Wearing of Uniform by District Maintenance, Shop, and Warehouse Personnel
MND-03-00-00-000	November 1, 2003	Processing of Permit Applications
MND-03-01-00-000	August 30, 1968	Overdimensional and Overweight Motor Vehicle Permits
MND-03-01-01-000	July 1, 1965	Overdimensional Loads
MND-03-02-01-000	July 1, 1965	Overweight Loads
MND-03-04-01-000	November 1, 2001	Construction and Maintenance of Driveway, County Road and Municipal Street Connections to State Highways.
MND-03-04-03-001	February 1, 2004	Application for Permit to Construct Driveway, Form MND-001
MND-03-05-01-000	February 1, 2004	Permits for Seismic Surveys
MND-03-07-01-000	April 1, 1987	Clearing and Pruning of Trees and Other Vegetation for Utility Lines
MND-03-10-00-000	July 1, 2003	Permits for Boat Launching Ramps
MND-03-11-00-000	November 1, 2003	Encroachment Permits for County and Municipally Owned collection Stations for Solid Waste
MND-04-00-00-000	February 1, 2002	Underground Utility Crossings
MND-04-01-01-000	April 1, 2002	Right of Way Encroachment Permits

		Approved by: Larry L. Brown
MND-04-01-02-000	September 1, 2002	Requirements for Drainage Structures Constructed Under Right of Way Encroachment Permits
MND-04-01-03-000	November 1, 2001	Application for Permit to Construct Utility Lines Along or Across State Highways for Holders of Master Agreements
MND-04-01-03-002	February 1, 2004	Application for Permit to Construct Pipe Line, Form MND-002
MND-04-01-03-003	November 1, 2001	Application for Permit to Construct Utility Lines Along or Across State Highways for Holders of Master Agreements, Form MND-003
MND-04-01-03-004	February 1, 1993	Application for Permit to Locate Certain Facilities on or to Perform Certain work on State Highway Right of Way.
MND-04-01-04-000	November 1, 2001	Supplement Form for Additional Sheets for Form MND-001, MND-002 and MND-004
MND-04-01-04-005	November 1, 2001	Supplement Form for Additional Sheets for Form MND-001, MND-002, and MND-004, Form MND-005
MND-04-02-00-000	February 1, 2004	Instructions for Processing Form MND-012, Agreement and Form MND-603, Performance Bond
MND-04-02-03-012	February 1, 2004	Agreement, Form MND-012
MND-04-02-03-482	February 1, 2004	Master Agreement for Location of Electric Power and Communication Utility Lines on State Highway Right-of-Way, Form MND-482
MND-04-02-03-603	February 1, 2004	Performance Bond, Form MND-603
MND-04-03-01-000	April 1, 1987	Driveway and Street Connections, Median Openings, Frontage Roads
MND-04-04-00-000	July 1, 2003	Alteration of Drainage Channels
MND-04-05-00-000	February 1, 2004	Parallel Utility Lines and Overhead Crossing Encroachment Permits
MND-04-07-00-000	November 1, 2001	Utilities and Maintenance of City Streets
MND-04-08-00-000	April 1, 2002	Location of Above Ground Utility or Other Structures Affecting Traffic Safety and Scenic Enhancement
MND-05-01-01-000	July 15, 1968	Maintenance Takeovers

MND-05-03-01-000	August 1, 1996	Return of Relocated Highways to Local Jurisdiction
MND-05-05-01-480	August 1, 1996	Maintenance Control Sections
MND-05-05-02-480	July 1, 1998	Maintenance Control Section Number, Form MND-480
MND-05-05-03-480	July 1, 1998	Maintenance Control Section Number, Form MND-480
MND-06-01-00-000	April 1, 2004	Accommodation of Utilities on Freeway Right of Way
MND-07-01-03-481	December 16, 1974	Maintenance Agreement with Other State Agencies, Form MND-481
MND-08-00-00-000	April 1, 1996	Procedures for Maintenance Projects
MND-09-00-00-000	April 1, 1987	Rules, Regulations and Ordinances Governing Use of State Highways of Mississippi
MND-09-01-00-000	April 1, 1987	Control of Outdoor Advertising Adjacent to Interstate and Primary Highways
MND-09-01-00-000	August 1, 2004	Control of Outdoor Advertising Adjacent to the Federal Aid Interstate and the Federal Aid Primary Highway System
MND-09-02-00-000	August 1, 1996	Removal or Correction of Illegal Outdoor Advertising
MND-09-02-03-682	March 1, 1973	Report of Illegal Outdoor Advertising, Form MND-682
MND-09-03-00-000	Sept. 1, 1969	Waiver of Deed Restrictions Against On- Premise Advertising
MND-09-04-00-000	May 1, 1977	Control of Outdoor Advertising Inventory of Outdoor Advertising Signs
MND-09-05-00-000	Nov. 1, 1977	Obtaining Data for Programming Sign Removal Projects
MND-09-06-00-000	April 1, 1987	Standards for Erection and Control of Directional and Other Official Signs
MND-09-07-00-000	April 1, 1987	Control of Outdoor Advertising Permits for Sign Erection
MND-09-08-00-000	July 1, 2002	Removal of Encroachments From Highway Right of Way
MND-09-08-03-683	March 1, 1973	Report of Right of Way Encroachment, Form MND-683

Approved by: Larry I	L. Drown
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MND-09-10-00-000	April 1, 1987	Removal of Illegally Located Automobile Graveyards and Junkyards
MND-09-11-02-722	July 1, 1998	Sign Classification Sheet for Control of Outdoor Advertising, Form MND-722
MND-09-11-03-722	November 1, 1972	Sign Classification Sheet for Control of Outdoor Advertising, Form MND-722
MND-09-12-02-723	May 1, 1977	Sign Inventory Log Sheet, Form MND-723
MND-11-01-03-010	April 1, 1987	Application for Maintenance of Urban Streets, Form MND-010
MND-11-02-01-000	June 1, 1968	Municipal Street Takeovers
MND-11-03-03-081	July 15, 1968	Certificate of Title (Municipality), form MND-081
MND-11-03-03-082	July 15, 1968	Certificate of Title (County), Form MND-082
MND-11-04-03-561	July 15, 1968	Ordinance Regulating Traffic and Use of Street(s), Form MND-561
MND-11-05-03-562	April 1, 1987	Order of the Board of Supervisors, Form MND-562
MND-11-06-03-200	July 15, 1968	Final Certificate and Conveyance, Form MND-200
MND-13-01-00-000	September 1, 2001	Repair of Damaged Highways and Recovery of Cost
MND-13-01-03-684	September 1, 1973	Report of Property Damage, Form MND-684
MND-14-01-00-000	April 1, 1971	Special Utility Encroachment Agreement Tennessee Valley Authority
MND-17-02-00-000	November 1, 2003	Operation and Maintenance of Wastewater Treatment Plants
MND-17-03-00-000	November 1, 2003	Operations and Maintenance of Water Treatment Systems

**SOP Approval Workflow** Owner revises SOP in District/Division using Macros Owner responsible for filing with FHWA. Hand-mail Email soft copy Hand-mail hard copy Hand-mail aproval or rejection Email approval 10th floor Central Records Executives for written approval SOP emailed out to Division Heads for 7 day review if Public SOP then hand-mail Central Record hand-mail Sec. of State for 90 day review Legal Hand-mail Hand-mail written approval written approval Central Records Email Put on Commission agenda for vote. Mintues sent to CR to Linda Ferrell Hard copyverify if SOP approved or rejected. Email mtng. minutes Email minutes Hand-mail written approval Central Records Hand-mail Executive Director for -Hand-mail-**→** Central Records final approval & signature Email IS publishes SOP as PDF

# REQUEST FOR PROGRAM APPROVAL (RPA)

## AND

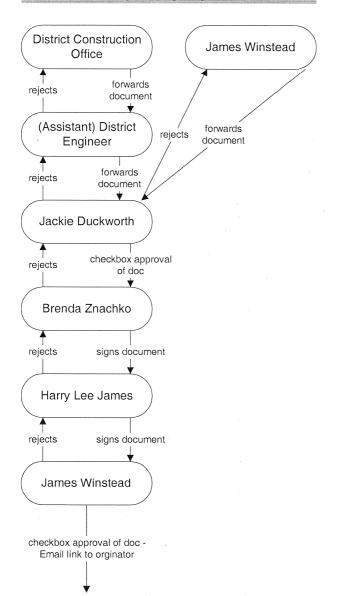
# RPA WORKFLOW

Approved by	y:	Kenneth I. Warren	

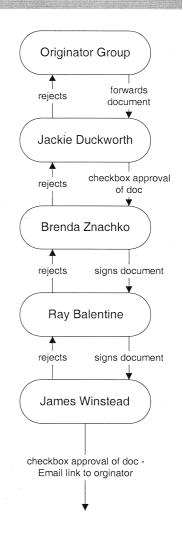
CAD -683		MISSISSIPPI DEP REQUEST	ARTMENT OF TR FOR PROGRAM	ANSPO	DRTATION WAL				
(1) PROJECT No.	O: mini and Identification:			(2) P	ROJECT DETA	IL:			
		1							
(4) County Cod	e:	(5) Route No:			Distance Beg	End		(7) Structur	e Key:
(8) Latitude Beg	End	(9) Longitude  Beg End	i		Federal Projec			(11) Scope	of Work Code:
(12) TYPE OF WORK	(13) TOTAL ESTIMATED COST	(14) MAINTENANCE FUNDS	(15) OTHER FU	JNDS rce)	(16) STATE (		(17) FEDER	RAL FUNDS	(18) GRANT / GRANT DETAIL
P.E.									
ROW					√'				
CONST.			,		<b>V</b>				
OTHER									
(19) PROJECT TOTALS									
(20a) SUBMITTED	BY: (Signed)	(20b) DAT	E:			(23) RE	MARKS:		
(20c) TITLE:				-					
(21a) APPROVED (21c) TITLE:	BY: (Signed)	(21b) DAT	E:						
(22a) Funds Appr	oved Date	(22b) Disap	proved	Date					

# CAD 683 Proof of Concept Workflows

### Normal Construction Projects and Preliminary Engineering Projects



### **Rails Projects**



# IN-STATE/OUT-OF-STATE TRAVEL EXPENSES

### AND

### TRAVEL EXPENSE WORKFLOW

# ADM 681 Revised October 2003

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Mississippi Department of Transportation Authorization for Incurring Reimburseable Out-of-State Travel Expenses

Note: This form used for Private Auto miles reimbursed at \$.36/mile.	or Private Au	to miles reimb	ursed at \$.	.36/mile.		<b>Budget Code</b>				
Travel will occur during Fiscal Year	iscal Year									
This request		Adds Employee(s) to Expense Roster	e(s) to Exp	ense Roste	7.		Increases exis	Increases existing authorization by amounts indicated	amounts indicated	
					Deletes En	Deletes Employee(s) from Expense Roster	Expense Roster			
Employee Name	Employee SSN	Private Auto Miles	Meals 0410	Lodging 0411	Mileage 0420	Rental Vehicle 0430	Public Carrier 0440	Rental Vehicle   Public Carrier   Other Out-of-State 0430 0440	Registration Fees	Gas for State Vehic
										01.22
Travel Authorization begins 12:01 am on:	o ms 12:01 am o									
Travel Authorization ends 12:00 midnight on:	12:00 midnia	ht on:								
Direct of travel.										
dipose of traver.										
I certify that the travel requested above is in the best interest of the department.	uested above	is in the best int	terest of the	e departmeı	nt.		The requested travel exp amounts are authorized.	ravel expenses for t thorized.	the purposes indicate	The requested travel expenses for the purposes indicated and the associated amounts are authorized.
	District Engi	District Engineer/Division Director	rector						Type of the Control of the Control	

# ADM 683 Revised October 2003

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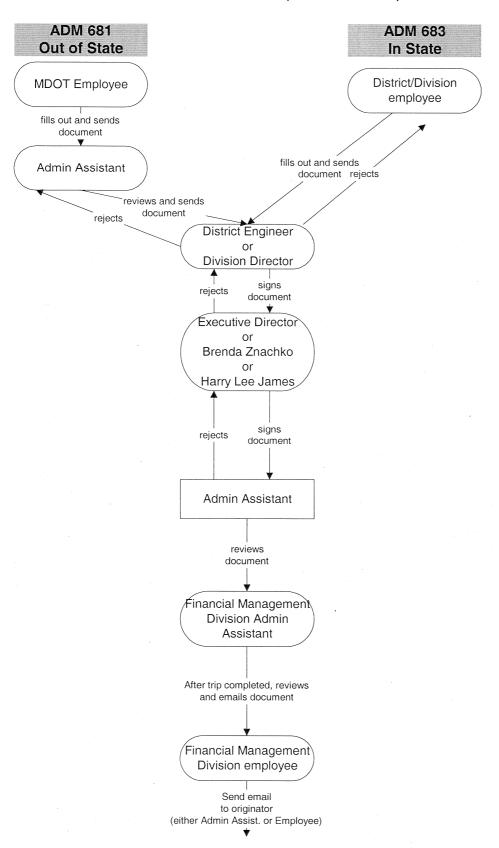
Mississippi Department of Transportation Authorization for Incurring Reimburseable In State Travel Expenses

Adds Employe	e(s) to Exp	ense Roste			Increases exis	ting authorization by	amounts indicated	
			Deletes En	ıployee(s) from l	Expense Roste			
Private Auto Miles	Meals 0310	Lodging 0311	Mileage 0320	Rental Vehicle 0330	Public Carrier 0340	Other Out-of-State 0360	Regist	Gas for State Vehic 2210
							-	
					,			
						-		
is in the best ir	iterest of th	ie departme	nt.		The requested amounts are a	travel expenses for	the purposes indicat	ed and the associate
	Private Auto Miles Miles s in the best ir	Adds Employee(s) to Exp Private Auto Meals Miles 0310	Adds Employee(s) to Expense Roste Private Auto Meals Lodging Miles 0310 0311  S in the best interest of the departme	eals Lodging 310 0311	Adds Employee(s) to Expense Roster    Deletes Employee(s) from I	Alleage Rental Vehicle 0320 0330	Alleage Rental Vehicle 0320 0330	Increases existing authorization by seletes Employee(s) from Expense Roster  Mileage Rental Vehicle Public Carrier Other Out-of-State 0320 0340 0360

Executive Director

District Engineer/Division Director

### Travel Authorization Form (ADM 683 & 681)



# COMPLAINT/INCIDENT REPORT (CI)

### **AND**

## CI WORKFLOW

# Complaint/Incident Report



# Location:

County: Route:	Complaint:	Incident:
Termini:		· · · · · · · · · · · · · · · · · · ·
Date of Complaint/Incident:		
Time Incident Occurred:	Time Complaint/Incid	dent Reported:
Person Reporting Complain	t/Incident:	
Name:		
Address:		
Office Phone:		
Complaint/Incident:		
Person Receiving Complain	t/Incident:	
1. Referred to:	Date	e:
2. Referred to:	Date	e:
3. Referred to:	Date	ə:
Corrective Action Taken:		
Completion Date:	Signature:	
Distribute Completed Report: (mail cod	e)	
Director of Office:Asst. Chief Engineer:	•	 endent:
Division Head(s): District Engineer:	•	sor:

### Maintenance Complaint Form Workflow

